

Bankfields Primary School

Location / Site	BANKFIELDS PRIMARY SCHOOL
Activity / Procedure	KEY STAGE 2 FULL RE-OPENING
Assessment date	20.8.20 updated Oct 2020, Jan 2021, March 2021, 28 th April 2021

Identify people at risk	YES or NO
Employees	YES
Children	YES
Visitors	YES
Contractors	YES

Government guidance states for schools states:

“The safety of children and staff is our utmost priority.”

“The advice seeks to support staff working in schools, colleges and childcare settings, to deliver this approach in the safest way possible, focussing on measures they can put in place to help limit the risk of the virus spreading within education and childcare settings.”

“In education, childcare and social care settings, preventing the spread of the coronavirus involves dealing with direct transmissions (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces.) A range of approaches and actions should be employed to do this.”

Government guidance for parents concerning re-opening of schools states:

“We have provided guidance and support to schools, colleges and child care settings on implementing protective measures in education and childcare settings to help them **reduce the risk of transmission as more children and young people return.**”

“Whilst such changes are likely to look different in each setting, as they will depend upon individual circumstances, they are all designed to minimise risks to children, staff and their families.

Schools and colleges continue to be best placed to make decisions about how to support and educate their pupils during this period. This will include:
 Consideration of the pupils’ mental health and well being

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing in the classroom resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Remove excess and unused furniture to increase space 2. KS2 children will be placed in to 3 bubbles – Y3 bubble, Year 4 bubble and Year 5/6 bubble. Children will remain in their protective bubbles and will not mix with children from other bubbles. 3. Children will keep to their desks and set seats when in their registration groups. When they move to a maths or English group, the tables will be wiped down before and after the session. 4. Social distancing charter recapped with the children – (Include instructions how to line up, use of toilet, moving around the classroom etc) 5. Charter re-visited and modelled many times a day and linked to school behaviour system – lots of praise for adherence and sanctions for non-compliance 6. Children will be seated next to each other, but not facing each other. Work will be planned for individual and paired work for practical activities. Lots of whole class discussions to encourage interaction between children 7. Feedback – using large whiteboard and visualizer and interactive whiteboard not close interaction 8. Area for the teacher – 1m distancing at front of room 9. Teacher and TA are assigned to these children and stay with these children throughout the day (<i>and on sub-sequent days</i>) 10. Children stay in the classroom for majority of the day and not mix with other groups 11. Bags and coats on pegs in the cloakrooms. However, no more than 6 children in each cloakroom area at any one time. Cloak rooms to be monitored by a member of staff at all busy times. 12. All classrooms and communal areas to be kept well ventilated at all times with open windows and classroom doors 13. All interventions including Thrive and Theraplay will be carried out in well ventilated rooms with no more than 4 children along with 1 metre social distancing where possible 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	<u>LOW</u>	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Only two children allowed to go to toilet at a time 2. Allocated toilets for different groups of children (Year 3,4 to use their toilets only. Class 10,12 to use toilets outside class 10 only and class 11 to use toilets outside their classroom) 3. Children to use hand gel when returning to the classroom after toilet use as well as washing hands 4. Extra Signs in toilet re washing hands 5. Wedges for the toilet external toilet doors and children asked to use the cubicles 6. Extra soap and paper towels ordered to ensure we do not run out 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing waiting to enter classroom in morning resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Markers outside the classrooms and entrance for the children and parents to wait – 1 metre apart 2. Parents encouraged to wear face masks when on the school premises including drop off and pick up 3. Children are not to arrive early and must leave premises immediately when released 4. Instructions shared re social distancing between families by parent mail and telephone conversation 5. Signage for parents and children displayed outside the classroom and building 6. DHT and HT to be on duty to support 7. Staggered drop off and pick up times for different year groups Y5/6 9:00am-3:15pm 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Staggered playtimes and allocated play area. Years 3 and 4 can play on the same playground in an extended bubble whilst outdoors only. 2. Reduced playtime equipment – hard surfaces and can be easily cleaned 3. Games discussed which encourage social distancing – no ball games, adventure playground equipment (e.g. adventure trail, climbing wall) used on a rota basis – Monday to Friday morning. Equipment will be unused from end of breaktime on Friday until break time on Monday to allow for 72 hours decontamination. Hoop, table tennis table, target boards and playground marked areas may be used by all children 4. Staff supervision throughout – actively encouraging social distancing 5. Children practise playing 1 meters apart – modelled by staff 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	<u>LOW</u>	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing when eating lunch resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Children eat their school lunch on the long dining tables, separate from other bubbles. Children within the same indoor bubble are able to sit opposite each other in the dining hall. 2. Packed lunches will be kept on trolley 3. Lunchtimes will be timetabled to reduce the number of pupils in the dining hall at any one time with thorough cleaning of tables between each sitting. 4. Lunchtimes will be staggered to allow for the cleaning of chairs. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	<u>LOW</u>	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
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Lack of social distancing in the corridors resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Children staying in their classroom and accessing outside from allocated door 2. Maximum of 6 children in cloakroom at a time and 2 in toilets at any one time 3. Messages to and from office via telephone only 4. One way system around the school using both entrances – one for each group 5. Agree instructions with children concerning going and returning to toilet and going and returning from breaks 6. When moving group around the school – keeping safe distance between each child. Adult at front and back of group. 7. One class to enter and exit building at a time to avoid congestion (beginning and end of day and at break and lunchtimes). 8. Markers outside each classroom for when children are lining up – regular practising of this in the first few days showing where each child should stand 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	<u>LOW</u>	NEGLIGIBLE

Identify hazard			
<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Contact of shared resources resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Children will be given their own stationary packs that will not be shared and will remain on their tables. 2. Tubs of resources for individuals if needed – maths cubes, counters, dice etc. 3. Resources cleaned regularly throughout the day with disinfectant wipes and then spray at the end of the day. 4. Tables, door handles and other surfaces cleaned regularly with wipes throughout the day and cleaned thoroughly by cleaners at the end of the day 5. Lessons planned so resources are individual and not shared – or on white board 6. Resources on tables ready for lesson and not distributed within the lesson where possible 7. Plastic packets used for individual resources 8. Children encouraged to wash hands / use hand gel before lessons and after each lesson (hand sanitiser station set up in each classroom) 9. Children will not bring their own resources from home. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	<u>LOW</u>	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Emotional distress of the children			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Face to face sessions with school councillor will resume 2. Thrive practitioners to support individual children who need it. Intense COVID recovery programme with ‘Head start’ during the first week 3. High level of PSHE curriculum to be delivered to support children’s well-being – slowly increasing the cognitive load as appropriate (not in the first two weeks) 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	<u>LOW</u>	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Hand gel stations in all classrooms and entrances 2. Hand gel order in large quantities 3. Extra soap and paper towels in all toilets 4. Children handwash or hand gel on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze 5. Washing hands posters replaced in all washing areas 6. Reminders how to wash hands properly – videos and posters 7. Procedure agreed for children to wash hands so thorough hand washing 8. Large supply of tissues placed within each bubble 9. Lidded bins to be placed in all working areas 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	<u>LOW</u>	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
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Risk of infection due to lack of cleaning resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. All surfaces, handles, toilets and shared equipment will be cleaned regularly throughout the day with disinfectant wipes and cleaned thoroughly by cleaners at the end of the day 2. Some resources will be rotated and left to de-contaminate for 3 or 4 days after cleaning to reduce the risk of indirect transmission 3. Soft furnishings and soft / cloth toys will be removed from use in classrooms 4. Cleaners to return to work before the school re-opens 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Those who are clinically extremely vulnerable (those who have received a letter from NHS) are to work from home unless GP has issued an additional letter to say there are no concerns around health and staff are able to attend the work place. Moderately Vulnerable staff will attend school and ensure social distancing and hygiene measures are followed as much as possible 2. Those who are clinically vulnerable – those strongly advised to social distance in the original guidance are to work in school adhering to strict 2 metre social distancing from colleagues and children. 3. Those living with those that are clinically vulnerable can attend school and work with children or adults adhering to this and other re-opening risk assessments. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

OVERALL level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Assessor's comments		Insert comments relevant to findings as appropriate	

Name of assessor	Signature of assessor	Date

Manager's comments	Insert comments relevant to assessment as appropriate

Name of manager	Signature of manager	Date

Risk assessment reviews	Set future review dates & sign/comment upon completion